



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

November 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

18 November 25, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

RETROACTIVELY APPROVE PAYMENTS AND INCREASE CONTRACT SUM FOR CONTRACT NO. 77594 WITH THE GOVERNMENT OF QUEBEC FOR THE LEASE OF THE SUPERSCOOPERS (ALL DISTRICTS) (3 VOTES)

SUBJECT

Retroactively approve payments to the Government of Quebec, Contract No. 77594, for the lease of the SuperScoopers and increase the contract sum for the current and each remaining contract year.

IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:

1. Retroactively approve payments made by the District to the Government of Quebec in the total amount of \$2,706,548 for services that exceeded the contract sum over two contract years.
2. Approve an increase in the contract sum for the District's SuperScooper lease with the Government of Quebec from \$2.75 million to \$5 million for the current and each of the remaining contract years.
3. Delegate authority to the Fire Chief to increase the contract sum not to exceed 10% of the annual contract sum for the current and each of the remaining contract years for any additional or unforeseen services within the scope of this contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of these recommended actions is for your Board to: (1) retroactively approve payments made to the Government of Quebec by the District for the SuperScoopers lease that exceeded the contract authority in the amount of \$6,335 for the period of July 19, 2011 through July 18, 2012 and \$2,700,213 for the period of July 19, 2013 through July 18, 2014; (2) approve an increase to the contract sum for the SuperScoopers lease from \$2.75 million to \$5 million for the current and each of the remaining contract years; and (3) delegate authority to the Fire Chief to increase the contract sum in an amount not to exceed 10% of the annual contract sum as needed due to the fluctuation of the critical services.

Implementation of Strategic Plan Goals

Approval of these recommended actions is consistent with the County's Strategic Plan Goal 1, Operational Effectiveness/Fiscal Sustainability, and Goal 3, Integrated Services Delivery. The continuation of the SuperScoopers lease will aid the District in its efforts to ensure the safety and security of individuals, families, businesses, and communities through wildland fire suppression activities.

FISCAL IMPACT/FINANCING

The District's 2014-15 budget includes sufficient funding for the SuperScoopers. Funding required for continuing this lease will be budgeted annually. There is no impact to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On December 18, 2007, your Board approved a \$9.5 million spending authority for the District's Contract Air Program for 2007-08. The Contract Air Program includes lease agreements with the Government of Quebec for the Superscoopers and with Erikson for the Helitanker. Both resources provide increased water-dropping capabilities during the annual brush fire season.

On July 19, 2011, your Board approved a five-year sole source lease agreement between the District and the Government of Quebec for the SuperScoopers for an annual contract sum of \$2.75 million. The lease period each year is for an initial ninety (90) days but can be extended due to the lack of rainfall, extreme weather conditions, and fire danger.

The District provided several notifications to your Board that the ninety (90)-day lease period would be extended during the 2011 and 2013 fire seasons due to extreme weather conditions. The District did not address the financial impact of these extensions because the District inadvertently used the spending authority of \$9.5 million approved by your Board on December 18, 2007, rather than the \$2.75 million contract sum. The District became aware of this retroactive situation during an extensive review of all contracts. The District immediately notified the Chair of the Retroactive Contracts Review Committee (RCRC) prior to notifying your Board on August 13, 2014.

The District met with the RCRC on September 25, 2014, to discuss the factors that led to the retroactive situation and to discuss the Corrective Action Plan (CAP) developed by the District to prevent the recurrence of future retroactive contracts. Recommendations made by the RCRC members have been incorporated in the final CAP (attached).

ENVIRONMENTAL DOCUMENTATION

The services provided through this contract will not have a significant effect on the environment and, therefore, is exempt from CEQA, pursuant to Section 15061 (b) (3) of the CEQA guidelines.

CONTRACTING PROCESS

The current sole source agreement with the Government of Quebec for the lease of the SuperScoopers was approved by your Board on July 19, 2011, for an initial term of five (5) years, from July 19, 2011 through July 18, 2016, for an annual amount of \$2.75 million. The current contract and retroactive amounts are as follows:

Contract Term	Contract Amount	Retroactive Amount
07/19/11 – 07/18/12	\$2.75 million	\$ 6,335
07/19/12 – 07/18/13	\$2.75 million	\$ 0
07/19/13 – 07/18/14	\$2.75 million	\$ 2,700,213
	Total	\$ 2,706,548

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no significant impact on current services as there will be no displacement of any County employees. The lease of the SuperScoopers is currently contracted with the Government of Quebec; therefore, the contract will not result in a reduction of services.

CONCLUSION

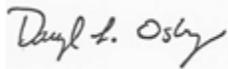
Upon approval by your Board, the District requests the Executive Officer of the Board notify the District's Contract Administrator, Lucy Guadiana, Contract Section, at (323) 838-2275 when the adopted Board letter becomes available.

The Honorable Board of Supervisors

11/18/2014

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Respectfully submitted,

A handwritten signature in cursive script, reading "Daryl L. Osby". The signature is written in black ink on a light-colored background.

DARYL L. OSBY

FIRE CHIEF, FORESTER & FIRE WARDEN

DLO:lg

Enclosures

c: Chief Executive Officer
County Counsel
Auditor-Controller
Internal Services Department

CORRECTIVE ACTION PLAN

Description of the corrective action plan tasks:	Target Implementation and Completion Date:
<ul style="list-style-type: none"> Previously the contract budget was being set up in eCAPS for the entire term of the contract. This process has changed as the Materials Management Division's (MMD) Contracts Section has ensured that for all new contracts, the contract budget established in eCAPS reflects only one year's spending authority. 	Implemented September 1, 2014
<ul style="list-style-type: none"> The District has established Procedures for Contract Encumbrances (Appendix A) identifying the review and approval process for contract encumbrances completed by the Financial Management Division's (FMD) Budget Section. These procedures have been provided to all FMD Budget Section staff. 	Implemented August 1, 2014
<ul style="list-style-type: none"> The MMD's Contracts Section has completed an extensive review of all the District's Board contracts (Appendix B) to verify that the contracts are within the Board-approved spending authority and approved contract period. 	Implemented September 30, 2014
<ul style="list-style-type: none"> The FMD's Budget Section has developed a Contract Encumbrance Checklist (Appendix C) to be used when approving and establishing an encumbrance in eCAPS. The checklist will require that the FMD's Budget Section verify the encumbrance amount is consistent with the Board-approved spending authority prior to approving any encumbrance or supplement to the encumbrance. 	Implemented October 1, 2014
<ul style="list-style-type: none"> The FMD's Expenditure Management will immediately notify the project manager, the MMD's Contracts Section, the FMD's Budget Section, and responsible deputy chief when an invoice exceeds the encumbrance authority. 	Implemented October 15, 2014
<ul style="list-style-type: none"> Two staff members of the MMD's Contracts Section staff will attend a four (4)-day contract monitor training provided by the Auditor-Controller (A-C). The training curriculum will include contract monitoring methodologies, Living Wage Program training, and a business writing session. 	Training scheduled from November 12, 2014 to December 31, 2014, and will be conducted one day a week over a seven-week period due to the holidays. (Attendance confirmed by the A-C).
<ul style="list-style-type: none"> The project managers and representatives from the MMD's Contracts Section, FMD's Expenditure Management and Budget Sections will meet monthly to review all District Board-approved contracts expenditures to improve the management of the contract and to ensure the Board-approved spending authority is not exceeded. MMD's Contracts Section will coordinate the meeting with all project managers, and FMD's Expenditure Management and Budget 	November 15, 2014

Description of the corrective action plan tasks:	Target Implementation and Completion Date:
<p>Sections. The MMD Division Manager will be responsible for collaborating with the affected divisions if any issues arise as a result of this monthly review.</p>	
<ul style="list-style-type: none"> MMD's Contract Section has discussed the reconciliation of actual and projected expenditures with the project managers whose contracts have been identified as retroactive. In addition, MMD's Contract Section will discuss monthly reconciliation of the actual and projected expenditures with the remaining project managers at the November 2014 monthly meeting. As a result of the reconciliation, the project managers will be required to notify the MMD's Contracts Section and the FMD's Budget Section when it appears the Board-approved spending authority needs to be increased. 	November 15, 2014
<ul style="list-style-type: none"> The MMD's Contracts Section will develop a Department-specific training for Project Managers and Staff Assistants to ensure they understand their responsibility in tracking services compliant with Board-approved spending authority. This training will occur in January 2015 following the contract monitoring training provided by the A-C. A refresher course will be conducted once a year for the Project Managers and Staff Assistants. In addition, the training will be provided to new Project Managers and Staff Assistants through monthly meetings. 	January 2015 and as necessary
<ul style="list-style-type: none"> The MMD's Contracts Section will develop a contract monitoring report that includes actual expenditures reflected in eCAPS. Once actual expenditures reaches 50% of the Board-approved spending authority, the MMD's Contracts Section will consult with the project manager to determine if an increase in the spending authority is required based on utilization of the contract and projected expenditures. Reports will be e-mailed to the appropriate project manager and his/her deputy chief on a monthly basis. Acknowledgement of the report will be required by all affected managers. 	February 2015
<ul style="list-style-type: none"> MMD's Contract Section will assist the project managers with the development of a spreadsheet for project managers who are not currently tracking their service requests. The spreadsheet will be reviewed by the project manager and his/her deputy chief on a monthly basis. 	February 2015

**Procedures for Contract Encumbrances
Financial Management Division – Budget Section**

The Financial Management Division (FMD) Budget Section will adhere to the following procedures when reviewing and approving contract encumbrances.

- 1) The Administrative Services Manager I (ASM I) will ensure contract encumbrances are processed within three business days of receiving the request to establish the encumbrance.
- 2) The ASMI will ensure the Budget Section has a current Board letter and contract agreement and amendments, if applicable.
- 3) The ASM I will review the encumbrance request for completeness and will ensure all information has been verified against the:
 - (a) Board Letter
 - (b) Contract and/or any amendments
 - (c) Contract Budget Information Report (BGCT)
 - (d) Allocation Report
 - (e) Encumbrance Log
- 4) The ASMI will follow up with the Contracts Section to resolve any discrepancies between the Board letter, contract, and budget.
- 5) The ASMI will complete the Contract Encumbrance Checklist and will only encumber funds that are expected to be expended during the current contract period, unless the Board budgets the full amount of the contract in one year, then the full amount will be encumbered. If the documents do not coincide, the issue should be immediately raised to the FMD Division Chief.
- 6) The ASMI will notify the Contracts Section and Project Managers when the amount to encumber will exceed Board-approved spending authority.
- 7) The ASMI will provide the following documents to the FMD Division Chief for review and approval for all contracts.
 - (a) New Request – Complete package should have checklist, BL, Contract, Amendments if any, Contract Budget Information Report (BGCT) and Statement of Work.
 - (b) Supplements – Complete package should have checklist, and BL.
- 8) The Division Chief will submit the complete package to the Budget supervisor for final approval in eCAPS.
- 9) The supervisor will review the complete package, enter all pertinent information into Encumbrance Log, and process eCAPs level two approvals.

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

CONTRACT #	CONTRACTOR	SERVICE TYPE	CURRENT CONTRACT PERIOD	BOARD APPROVED	EXPENDITURES FOR CURRENT CONTRACT PERIOD	CONTRACT EXPENDITURES EXCEEDS BOARD AUTHORITY (Yes or No)
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FLEET MAINTENANCE AND REPAIR SERVICES (One budget shared by 30 contracts)

77102	Western Truck Exchange	Medium/Heavy duty full service, truck repairs, OEM parts and distributor	09/29/2014 - 09/28/2015	No	\$0.00	No
77104	Garfield Car Wash	Car Wash	09/29/2014 - 09/28/2015	No	\$3,680.00	No
77105	Webb's Auto & Truck Service	Auto & truck air conditioning, drivability, emissions repair	09/29/2014 - 09/28/2015	No	\$10,301.83	No
77106	Get Tires, Inc.	Tire sales & services	09/29/2014 - 09/28/2015	No	\$1,193.84	No
77107	American Moving Parts, LLC	Brake parts, clutch parts & driveline parts & all related component parts.	09/29/2014 - 09/28/2015	No	\$73.80	No
77108	Craig Daniel Leasing Corporation dba: Road Runner Specialty Towing & Transport equipment.	Towing & Transport of cars, fire trucks and related equipment.	09/29/2014 - 09/28/2015	No	\$0.00	No
77110	Bourret Auto Glass, Upholstery & Interior Inc.	Glass & Upholstery	09/29/2014 - 09/28/2015	No	\$1,247.50	No
77111	California Clutch & Gear, Inc.	Auto light, medium & heavy truck wheel alignment, brake replacement differentials, drivelines, clutches & fly wheels removal & replacement	09/29/2014 - 09/28/2015	No	\$0.00	No
77112	California Frame & Axle Tom's Truck Center, Inc.	Auto light, medium & heavy truck wheel alignment, wheel balancing, services, steering, spring & suspension repair, wheel	09/29/2014 - 09/28/2015	No	\$4,305.15	No
77114	(AKA: Carmentia Leasing) Tom's Truck Center, Inc.	Repair & maintenance of a variety of trucks	09/29/2014 - 09/28/2015	No	\$0.00	No
77115	Dieseltron, Inc.	Remanufacture of alternators, starters, turbos, sirens and DC motors.	09/29/2014 - 09/28/2015	No	\$15,343.58	No
77116	Duran's Body Shop, Inc.	Autobody repair & refinish	09/29/2014 - 09/28/2015	No	\$0.00	No
77118	F & H Tire	Dismount & mount of passenger, light truck & medium truck tires, Wheel alignment & brake service.	09/29/2014 - 09/28/2015	No	\$3,249.76	No
77119	Freddie Mac's Inc.	Light, medium & heavy duty recovery, towing & transportation of vehicles	09/29/2014 - 09/28/2015	No	\$491.25	No
77120	Glass Doctor of Montebello	Replace/installation of auto/truck glass. Repair/replace door regulators; replace rear view/side view mirrors.	09/29/2014 - 09/28/2015	No	\$0.00	No
77121	Golden Hands Auto Body, Inc.	Auto body repair & paint	09/29/2014 - 09/28/2015	No	\$9,214.45	No
77122	LBI Air, Inc.	A/C service, repair and installation on vehicles	09/29/2014 - 09/28/2015	No	\$2,267.25	No
77123	Leon's Transmission Service, Inc.	Automatic & manual transmission service & repair	09/29/2014 - 09/28/2015	No	\$0.00	No
77124	OC Fleet Inc.	All light & heavy vehicle maintenance & repair	09/29/2014 - 09/28/2015	No	\$7,422.49	No
77125	Long Beach Lincoln Mercury Inc., dba: Caruso Ford (AKA: Pacific Ford)	Ford gasolene & diesel repair	09/29/2014 - 09/28/2015	No	\$0.00	No
77126	Phenix Enterprises	Auto body repair & paint, heavy, light, medium vehicle/truck repair	09/29/2014 - 09/28/2015	No	\$0.00	No
77127	Pomona Auto Body Collision Center, Inc.	Vehicle auto body, paint, frame & all related repairs due to collision	09/29/2014 - 09/28/2015	No	\$0.00	No
77128	Super Ford Lincoln Mercury	Car & truck repairs, smog, alignments, Hybrid & CNG repairs	09/29/2014 - 09/28/2015	No	\$4,527.64	No
77130	Penske Chevrolet	Allison transmission R&R & overhaul, Allison Authorized dealer	09/29/2014 - 09/28/2015	No	\$0.00	No
77132	Star Ford	All maintenance & services for Ford vehicles up to F550 series	09/29/2014 - 09/28/2015	No	\$0.00	No
77133	Throgmorton's Frame Clinic	Frame repair	09/29/2014 - 09/28/2015	No	\$0.00	No
77134	Tire Center, LLC	Tire and related services	09/29/2014 - 09/28/2015	No	\$3,941.68	No
77135	UL LLC (formerly Underwriters Laboratories)	Fire Apparatus Testing	09/29/2014 - 09/28/2015	No	\$0.00	No
77136	United Diesel Services, Inc.	Rebuild, Repair or Replace Diesel fuel injection, fuel pump, Vehicle repair, oil changes, electrical injectors	09/29/2014 - 09/28/2015	No	\$0.00	No

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

CONTRACT #	CONTRACTOR	SERVICE TYPE	CURRENT CONTRACT PERIOD	BOARD APPROVED SPENDING AUTHORITY	EXPENDITURES FOR CURRENT CONTRACT PERIOD	CONTRACT EXPENDITURES EXCEEDS BOARD AUTHORITY (Yes or No)
77137	United Transmission Exchange	Allison transmission repair & overhaul	09/29/2014 - 09/28/2015		\$0.00	No
TOTAL				\$3,700,000	\$67,260.22	

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

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HAZARDOUS MATERIAL CLEANUP SERVICES

77918	American Integrated Services, Inc.	Hazardous Material Cleanup Services	02/12/2014 - 02/11/2015	\$100,000	\$0.00	No
77919	Double Barrel Environmental Services, Inc.	Hazardous Material Cleanup Services	02/12/2014 - 02/11/2015		\$0.00	No
77920	HCI Environmental & Engineering Service	Hazardous Material Cleanup Services	02/12/2014 - 02/11/2015		\$0.00	No
77921	Ocean Blue Environmental Services, Inc.	Hazardous Material Cleanup Services	02/12/2014 - 02/11/2015		\$0.00	No
TOTAL						

HEAVY EQUIPMENT

77414	Green's OK Tire, Inc.	accessories	09/21/2014 - 09/20/2015	\$500,000	\$0.00	No
77415	Quinn Company	Caterpillar Machinery & Equipment	09/21/2014 - 09/20/2015		\$0.00	No
77416	Wm. Nuss Repair Services, Inc.	Heavy equipment mobile services	09/21/2014 - 09/20/2015		\$5,608.50	No
TOTAL						

HELICOPTER MAINTENANCE

77850	Pratt & Whitney Engine Services, Inc.	Engine & Accessory Maintenance, Repair and Modification Services for Bell 412 Helicopters	10/26/2013 - 10/25/2014	\$2,500,000	\$354,691.59	No
78021	Sikorsky Support Services, Inc., dba: Sikorsky Aerospace Maintenance (SAM)	Sikorsky S70-A Firehawk helicopters (Firehawks), Maintenance and repair services of the District's 3	08/20/2014 - 08/19/2015	\$2,000,000	\$0.00	No

MENTAL HEALTH (One budget shared by 3 contracts)

77235	Phyllis L. Cohen, LCSW, MFT	Mental Health Professional Services	02/09/2014 - 02/08/2015	\$175,000	\$12,762.23	No
77236	Steven F. Froehlich, Ph.D., MFT	Mental Health Professional Services	02/09/2014 - 02/08/2015		\$23,681.03	No
77237	Carl L. King, Ph.D., CEAP	Mental Health Professional Services	02/09/2014 - 02/08/2015		\$1,462.50	No
TOTAL						

**COUNTY OF LOS ANGELES FIRE DEPARTMENT
CURRENT CONTRACTS**

CONTRACT #	CONTRACTOR	SERVICE TYPE	CURRENT CONTRACT PERIOD	BOARD APPROVED SPENDING AUTHORITY	EXPENDITURES FOR CURRENT CONTRACT PERIOD	CONTRACT EXPENDITURES EXCEEDS BOARD AUTHORITY (Yes or No)
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MISCELLANEOUS CONTRACTS

FD0066	Helicopter Support Inc.	(contract belongs to MMD)	10/31/2013 - 10/30/2014	\$1,666,950	\$1,088,174.27	No
77264	American Guard Services, Inc.	Armed Security Services	04/06/2014 - 04/05/2015	\$555,849	\$239,790.98	No
77200	Northrop Grumman Public Safety (IT Contract)	CAD Master Maintenance Services (911 System Contract) Information Management	01/01/2014 - 12/31/2014	\$460,000	\$146,019.19	No
77464	Alaco Ladder	Repair of District's wooden ground ladders	01/18/2014 - 01/17/2015	\$150,000	\$45,497.20	No
77718	Franklin D. Pratt, M.D., Inc.	Medical Director Services	01/01/2014 - 12/31/2014	\$264,000	\$80,000.00	No
77814	Compressed Air Specialists	Maintenance & Repair Services of BARS & MAUS	07/01/2014 - 06/30/2015	\$120,000	\$10,619.91	No
78211	State of California, Office of Environmental Health Hazard Assessment	Professional Services Agreement for on-call Risk Assessment Between Fire & State	06/10/2014 - 06/09/2015	\$100,000	\$0.00	No
78224	PSI Services LLC	Firefighter Examination and Validation Study	06/17/2014 - 06/16/2015	\$296,500	\$0.00	No
77889	Rebecca Thorpe dba: Alpha & Omega Respirator Fit Testing	Face-Piece Fit Testing Services for Self-Contained Breathing Apparatus (SCBA)	02/12/2014 - 02/11/2015	\$170,000	\$0.00	No
77858	Harbor - UCLA Medical Foundation Inc.	Cardiovascular Evaluation Program	11/01/2013 - 10/31/2014	\$125,000	\$0.00	No
77449	ECMS, Inc.	Turnout and Accessory cleaning and repair services	12/14/2013 - 12/13/2014	\$250,000	\$304,014.79	Yes (RCRC)
77805	Macias Consulting Group	Services	06/26/2014 - 06/25/2015	\$198,051	\$0.00	No
77940	The Boatyard	As-needed maintenance and repair services for District's Rescue Fireboats.	4/30/2014 - 4/29/2015	\$250,000	\$51,317.98	No
78124	Popper LLC DBA: Recognition Solutions	Data Verification and Processing Services for EMS	02/18/2014 - 02/17/2015	\$1,300,000	\$520,161.40	No
77880	KME Fire Apparatus	Maintenance & repair services to KME aerial ladder apparatus and KME-modified engines & trucks.	12/04/2013 - 12/03/2014	\$500,000	\$106,809.95	No
77594	Government of Quebec	SuperScopers	07/19/2013 - 07/18/2014	\$2,750,000	\$5,450,213.20	Yes (RCRC)
77986	Erickson Air Crane Inc.	Helitanker Lease Agreement	07/16/2013 - 07/15/2014	\$3,300,000	\$3,682,776.81	Yes (RCRC)

TEMPORARY PERSONNEL SERVICES (One budget shared by 4 contracts)

76854	Act-1 Personnel Services	Temporary Personnel Services	12/16/2013 - 12/15/2014	\$540,000	\$151,043.49	No
76855	Helpmates Staffing Services	Temporary Personnel Services	12/16/2013 - 12/15/2014		\$187,251.34	No
76856	Select Staffing Extra-Mile Service	Temporary Personnel Services	12/16/2013 - 12/15/2014		\$61,169.00	No
76857	Future Personnel Agency, Inc. dba Top Tempo	Temporary Personnel Services	12/16/2013 - 12/15/2014		\$87,659.75	No
TOTAL				\$540,000	\$487,123.58	

Attach this Checklist to Each Contract Encumbrance

According to the Fiscal Manual 4.1.7 Multi-Year Encumbrance Policy:

- If the Board approves the full amount of the contract in one year, then the full amount will be encumbered.
- When the Board's intent is to fund a contract over several years based upon the amount owed to the contractor during the contract period, **only the amount expected to be expended during a particular year will be budgeted and encumbered; Unless,**
- The Board's intent to fund a contract will be determined by the language in the document. When necessary, County Counsel will develop or approve contract clauses that state that the County does not intend to fully fund in the year of the award, but to fund over the term of the obligation. **If these clauses are not included, the full amount of the contract will be encumbered regardless of any "escape" clauses.** If the clauses are included, only the expected amount of expenditures, which would also be the amount, budgeted during the year, will be encumbered.

Attached and Verified against Board Letter.

Attached and Verified against Contract.

1. Check Budget has current Contract.
2. Check Budget has current Amendment.
3. Check Contract Period to determine amount to encumber.

Attached and Verified against Contract Budget Information.

1. Confirmed sufficient funds in Unobligated Amount Column.

Checked against Encumbrance Log

Reviewed by Division Chief (amounts over \$100,000)

Division Chief Initial _____

Staff Initial _____